

are available so that timesheets may be keyed exclusively from the 10-key numeric pad portion of the keyboard. The Adjustment Timesheet Table Activity Report and the Adjustment Timesheet Table Listing display the Hour Type and Default exactly as originally keyed--alpha or numeric equivalent.

### Creation and Maintenance

The Timesheet Table must be established prior to the Adjustment Timesheet Table, but both may be entered on the same day (real-time). The Adjustment Timesheet Table entries are keyed directly from the CALSTARS Employee Adjustment Timesheet Table Maintenance Form (CALSTARS 43) or from a copy of the Timesheet Table (Command **J.1** or **I.7.3**) into the Adjustment Timesheet Table entry screen (Command **J.2** or **I.7.4**).

Functions **A**=ADD, **C**=CHNG, **D**=DEL, and **P**=PRT may be used. Available Program Function (**F**) keys are: **F2**=Retrn, **F3**=Quit, **F4**=COPY DATA FROM/TO A SPECIFIED LINE, **F5**=VIEW MASTER, **F6**=RECALL MAINT, **F7**=Bkwr, **F8**= Frwr, **F9**=Clear and **F12**=Main. Descriptions of these functions and F-keys may be found in the *Table Maintenance Functions* section of Chapter IV. The Timesheet Table is updated online (realtime) for **Add**, **Change** and **Delete** transactions. As soon as an **Add**, **Change** or **Delete** transaction is successfully written, the table is updated--realtime. **Delete** transactions display a 'confirmation action' pop-up window because a delete is instantaneous and non-recoverable. The **Print** function is not updated online (realtime); therefore, it may be recalled using the **F6** key. Use **F5** to view master records if maintenance is needed. To modify an existing table record, use the **Change** function (after viewing the master record). To **blank** fields in a **Change** transaction, simply erase the field(s) using the **Delete** or **EOF** key or the space bar.

All table maintenance activity must be recorded on the Table Maintenance Control Log (CALSTARS 20) as described in the *Table Maintenance Activity Log* section of Chapter IV.

### Edit Rules

All error codes and messages for table maintenance transactions are defined in Volume 4 of the CALSTARS Procedures Manual.

### Special Considerations

There are special considerations when performing maintenance to the Adjustment Timesheet Table. All *labor table* maintenance is processed just prior to any request (OC Table) to process Labor Adjustments or Labor Distribution (code **A** or **Y**, respectively), which commences at 3:00 PM each workday. Any labor table maintenance plus non-impacted labor tables are used when this process occurs. However, *non-labor table maintenance* is not used in the labor run, therefore, it is critical to assure that the tables used are valid prior to running labor.

EXHIBIT VI-5-8  
ADJUSTMENT PAYROLL TABLE CODING INSTRUCTIONS

Data Element	Length	Contents
<b>Control Key:</b>		
ORG	4	The organization code is automatically entered from the signon.
POS	13	<b>Enter the 13-digit Employee Position Number, or</b> Enter the 6-digit Group Number followed by 7 zeroes.
EMP	9	<b>Enter the 9-digit Employee Number, or</b> Enter zeroes if the record is for a <u>group</u> .
FFY	2	<b>Enter the Funding Fiscal Year.</b>
PERIOD	4	<b>Enter the Pay Period Calendar Year and Month.</b> (January 1989 = 8901).
PAYMENT TYPE	1	<b>Enter the Payment Type:</b> 0 - Regular pay; 1 - Overtime pay; 2 - Shift Differential pay.
PAYMENT SUFFIX	1	<b>Enter the Payment Suffix, or leave blank:</b> <b>Blank</b> - No suffix <b>S</b> - Shift Differential Overtime. (Use only with Payment Type 1).
CLEARANCE	5	<b>Enter the 5-digit SCO Clearance Number.</b>
<b>Informational Elements:</b>		
CLASS TYPE	1	<b>Enter the Class Type.</b> <b>Blank</b> - Civil Service <b>C</b> - CSUC <b>E</b> - Ecology Corps <b>F</b> - Finance Exempt <b>J</b> - Judicial Council <b>L</b> - Statutory Officers <b>M</b> - Maritime Academy <b>P</b> - Exempt CETA <b>S</b> - SPB Exempt
HOURS	1-7	<b>Enter hours for original SCO payment record.</b>
GROSS AMOUNT	1-7	<b>Enter gross pay from original SCO payment record.</b>
RETIREMENT AMOUNT	1-7	<b>Enter State's share of retirement or enter zero, if none.</b>
OASDI AMOUNT	1-7	<b>Enter State's share of OASDI or enter zero, if none.</b>
HEALTH INS AMOUNT	1-7	<b>Enter State's share of Health Insurance or enter zero, if none.</b>
DENTAL INS AMOUNT	1-7	<b>Enter State's share of Dental Insurance or enter zero, if none.</b>
LIFE INS AMOUNT	1-7	<b>Enter State's share of Management Life Insurance or enter zero, if none.</b>
VISION INS AMOUNT	1-7	<b>Enter State's share of Vision Insurance or enter zero, if none.</b>
MEDICARE AMOUNT	1-7	<b>Enter State's share of Medicare Insurance or enter zero, if none.</b>
OTHER BEN AMOUNT	1-7	<b>Enter State's share of Other Benefits such as FlexElect or enter zero, if none.</b>

**NOTE:** The Hours field as well as all the Amount fields must provide for *two decimal places*. The decimal point and leading zeros are not to be entered on the data entry screen; e.g., 27.5 hours is keyed as **2750**.

## EXHIBIT VI-5-19

CFB544A1 \*\*\*\*\* DEPARTMENT OF AIR QUALITY \*\*\*\*\* ORG NUMBER: 9990  
 CALSTARS LABOR DISTRIBUTION INTERFACE REPORT ORG PAGE: 1  
 05/03/00 (15.03) \*\*\*\*\* RUN PAGE: 1

## I N T E R F A C E C O N T R O L R E P O R T

-----BATCH ID-----											SUBSYSTEM INTERFACE DATA			
TC	RMO	FFY	INDEX	PCA	ACT	OBJ	AO	PROJ	WP	LOC	DOC#	A M O U N T	POSITION NUMBER	EMP NO.
	371	99	0540	10000		033					CL013819-00	206.23	901-001-4872-904	577-22-4136
	371	99	0540	10000		033					CL013819-00	135.14	901-001-4872-904	521-17-4414
A0540000503LA9990000010	371	99	0540	10000		033					CL013819-00	341.37	- - -	- - -
	371	99	0540	10000		137					CL013819-00	2.99	901-001-4872-904	577-22-4136
	371	99	0540	10000		137					CL013819-00	1.96	901-001-4872-904	521-17-4414
A0540000503LA9990000020	371	99	0540	10000		137					CL013819-00	4.95	- - -	- - -
	371	99	0540	10030		033					CL013819-00	1,794.65	901-001-4969-904	566-66-4581
A0540000503LA9990000030	371	99	0540	10030		033					CL013819-00	1,794.65	- - -	- - -
	371	99	0540	10030		137					CL013819-00	26.02	901-001-4969-904	566-66-4581
A0540000503LA9990000040	371	99	0540	10030		137					CL013819-00	26.02	- - -	- - -
	371 R	99	7000	70000		033					CL013819-00	206.23	901-001-4872-904	577-22-4136